

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 29
CRIMINAL JUSTICE TRAINING ACADEMY RECORDS

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley Edwards, State Archivist _____

EFFECTIVE SCHEDULE DATE December 6, 2007

PAGE 1 OF 3 PAGES

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.


RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 29
CRIMINAL JUSTICE TRAINING ACADEMY RECORDS

EFFECTIVE SCHEDULE DATE December 6, 2007

PAGE 2 OF 3 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Board Minutes

Minutes of governing board of regional academies.

100135

Retain permanently in academy.

Class Records

Documents completion of all entry-level, in-service or advanced training classes. May include: attendance records, curriculum/schedule records and course evaluation or summaries.

101458

Retain 50 years after class begins then destroy in compliance with No. 8 on the schedule cover page.

Instructors' Personnel Records

Documents the qualifications and schedules of past and present instructors for courses at the academy.

100139

Retain 5 years after instructor becomes inactive, then destroy.

Lessons Plans

This series consists of lessons plans for each class conducted by the agency.

101459

Retain for 25 years after class ends then destroy in compliance with No. 8 on the schedule cover page. May offer to the Archives, Library of Virginia.

Standard Operating Policies and Procedures

Documentation required by DCJS for certification and recertification of academy's operations. Includes three-year plan of current, future and long-range plans for academy.

100143

Retain 3 years after end of last certification year.

Student Records

Consists of a record/file on each student attending entry-level, in-service or advanced training, sufficient to document that all performance objectives/outcomes have been successfully completed. May include: counseling records, discipline records and Field Training Officer (FTO) records.

101460

Retain 50 years after student begins training then destroy in compliance with No. 8 on the schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE**
GENERAL SCHEDULE NO. 29
CRIMINAL JUSTICE TRAINING ACADEMY RECORDS

EFFECTIVE SCHEDULE DATE December 6, 2007		PAGE 3 OF 3 PAGES
RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Testing and Performance Records</u> This series consists of any copies of tests, test results, test sheets, practical performance objective sheets and performance checklists, associated with training at the academies.	101461	Retain 5 years then destroy then destroy in compliance with No. 8 on the schedule cover page.
<u>Training Aids for Courses</u> Films, videos, slides and other materials used by instructors to design and teach courses.	100144	Retain 5 years after they cease to be used then destroy in compliance with No. 8 on the schedule cover page. May offer to the Archives, Library of Virginia.